



King County

# Delete Emergency Contact

- 1.** Go to [www.kingcounty.gov/mybenefits](http://www.kingcounty.gov/mybenefits) which will take you to the PeopleSoft sign in page. Enter your User ID and Password according to the instructions, then click the **Sign In** button.  
*(Note: If you need help signing in, call 206-684-1556 or e-mail [kc.benefits@kingcounty.gov](mailto:kc.benefits@kingcounty.gov).)*

- 2.** Once you have signed in, click the link, **My Personal Information** (Figure 2.1) and then click the **Emergency Contacts** link from the expanded drop down menu (Figure 2.2).

Figure 2.1

Figure 2.2

- 3.** The Emergency Contacts screen will open showing your current emergency contact. Click the **Delete** button next to the name of the contact to be deleted.

Contact Name	Relationship to Employee		
Lisbeth Arthur	Friend	Edit	Delete
Susan McHall	Sister	Edit	Delete

**Side Note:** You can not delete your primary contact. If you receive an error message (Figure 3.1), refer to the instruction sheet, Change Primary Contact.



Figure 3.1

- 4.** The Delete Confirmation screen will open. Click the **Yes-Delete** button and the Emergency Contact screen will open with the deleted contact no longer listed (Figure 4.1).

Are you sure you want to delete Emergency Contact (Susan McHall)?

Yes - Delete   No - Do Not Delete

Contact Name	Relationship to Employee		
Lisbeth Arthur	Friend	Edit	Delete

Figure 4.1